

**Conservation of natural and cultural
heritage – a common European goal**

SERVICE CONTRACT NOTICE

**Elaboration of Technical Architectural Projects for Kiyikoy streets and
sidewalk areas**

Location – Kiyikoy/Vize District/Kirklareli Province/Turkey

1. Reference

BG-TR-054-SERV-LP-01

2. Procedure

Competitive negotiated

3. Programme title

Project “Conservation of natural and cultural heritage – a common European goal” No: CB005.1.22.054 funded under Interreg-IPA Bulgaria – Turkey Cross Border Cooperation Programme, No 2014TC16I5CB005-2015-1.

4. Financing

The project is co-financed by the European Union, in accordance with the rules of Interreg-IPA Bulgaria – Turkey Cross Border Cooperation Programme. Project Name: “Conservation of natural and cultural heritage – a common European goal”, ref. number: CB005.1.22.054.

The project is co-financed by Republic of Turkey and Republic of Bulgaria.

5. Contracting Authority

Kiyikoy Municipality
Cumhuriyet Mah. Erguvan Sok. No:2
Kiyikoy/Vize
Kirklareli/ TURKEY

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The subject of the contract is preparation of reconstruction design projects (survey, restitution and restoration projects) of the streets located at South and North part of Cumhuriyet Boulevard in Cumhuriyet and Kale Quarters, based in the archaeological reserve, inside of Kiyikoy fortress walls, located in Kiyiköy/ Vize District/ Kirklareli Province/Turkey. Total target area size is 29.276 m2.

The services will be provided in the frame of project “Conservation of natural and cultural heritage – a common European goal” No: CB005.1.22.054 funded under Interreg-IPA Bulgaria – Turkey Cross Border Cooperation Programme, No 2014TC16I5CB005-2015-1.

8. Number and titles of lots

One lot only

9. Maximum budget

43.440,00 EUR /Forty Three Thousand Four Hundred and Forty Euro/

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

13. Sub-contracting

Subcontracting is allowed.

14. Tender guarantee

Tenderers must provide a tender guarantee of **1.305,00 Euro**; when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

PROVISIONAL TIMETABLE

15. Provisional commencement date of the contract

22/12/2017

16. Implementation period of the tasks

8 months: December 2017 – July 2018

SELECTION AND AWARD CRITERIA

17. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

17.a Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last two years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

- 1- the average annual turnover of the tenderer in the last 3 years (2014-2015-2016) must be at least 25.000 euro
- 2- the tenderer must have access to an amount of credit which exceeds 5.000 euro
- 3- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member

17.b Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last five years from submission deadline.

1 - has a professional certificate appropriate to this contract, such as approval for 2017 to participate in the tender procedures for preparation of Technical Restoration Projects according to the Art 24 of Regulation for Tender Procedures Relating to the Cultural Assets /Official gazette 11.05.2017 dated and 30063 numbered/.

2- has at least one architect (with restoration experience is preferred) and one other technical expert, namely 2 experts currently work for the tenderer in fields related to this contract;

17.c Technical capacity of candidate (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last **five years from submission deadline**.

- 1- the tenderer has provided services under at least one contract with an budget of at least of 30% from the proposed tender offer with scope of preparation of restoration technical projects which were implemented at any moment during the following period:
06.11.2012-06.11.2017.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

18. Award criteria

Best price-quality ratio.

TENDERING

19. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

20. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address: <http://www.ipacbc-bqtr.eu/public-tenders> and <http://www.kiyikoy.bel.tr>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

21. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

22. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

23. Operational language

All written communications for this tender procedure and contract must be in English.

24. Legal basis

Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II) and signed grant contract RD-02-29-245/03.08.2017 in frame of the program Interreg – IPA Bulgaria – Turkey Cross- Border Cooperation program No 2014TC16I5CB005-2015-1.

25. Additional information

Opening hours of the contracting authority: 8.30 – 17.30